

CHAPTER 2
AUTHORIZED PROGRAMS AND ACTIVITIES

A. RATIONALE FOR CIVILIAN EMPLOYEE PROGRAMS

1. These Category II and Category IV MWR programs and activities are authorized at DoD locations where there are sufficient numbers of employees to establish and sustain the programs through a NAF instrumentality. Since the principal APF resources are not to be provided by direct dollar support, the generation of NAF income is indispensable to sustaining all civilian MWR programs.

2. Civilian employees are vital to accomplishing the DoD mission. They are important members of the defense team. As such, they are at the DoD installation during one or more meal periods. Onbase food service facilities are therefore essential to the health and welfare of the work force. The availability of refreshment services, convenience or other prepared food services, tobacco products, essential health needs, etc. , throughout the workday also contributes to the morale and well-being of DoD civilian employees. All of these Category II MWR resale services must be reasonably accessible to the employees in the interests of maximum time on the job and satisfactory productivity. NAF financial viability also dictates that resale outlets be placed in reasonably close proximity to the patrons to be served. Therefore, Category II food and other resale services are appropriate at those installations and in buildings where concentrations of civilian employees occur.

3. Category II resale services have the dual role of providing a product as well as generating sufficient net income to sustain a Category IV welfare and recreation program. The extent of Category IV activities depends on such variables as: employee interest in both participation and management; amount of income available; facility availability; convenience of the installation to employee residences; private and public MWR resources in surrounding civilian communities; and other mission and local factors. Whereas most Category II activities take place during meal and "work break" times, Category IV welfare and recreational activities are conducted primarily during nonwork hours. However, the physical and mental benefits of both categories can be a positive factor in fostering organizational pride and teamwork, unit cohesiveness, and a feeling of personal accomplishment.

4. Civilian employees may also be members of Private Organizations on DoD installations, as authorized by DoD Instruction 1000.15 (reference (j)). Such Private Organizations are neither official MWR activities nor NAFIs, as provided for herein and in cited references. However, they may be considered as alternatives to organizing small activities within the MWR/NAFI structure.

B. MWR PROGRAM GUIDANCE. DoD Instruction 1015.2 (reference (b)) provides general MWR program guidance regardless of source of funds or category in which classified. The program priorities defined therein apply to civilian MWR activities, as follows.

1. Indispensable MWR Activities. These are limited to those activities established and continued for military personnel in close relationship to the basic military mission of the Department of Defense. No civilian MWR activities shall be included.

2. Essential MWR Activities. Certain MWR activities are considered essential to the physical, mental, and social well-being of civilian employees. Within the guidelines of DoD Instruction 1015.2 (reference (b)) those activities may be considered as a minimum fundamental core of broad-based personal needs at the work site for which offbase sites are not a feasible alternative. Essential activities include the following:

a. The food service portion of Category II dining/vending activities. Excluded are the resale of those products not essential to regular mealtime (or work shift) food services and normally considered as refreshments, snacks, confections, and other like items. The "Essential" designation does not constitute the "essential feeding" of military personnel authorized by DoD Directive 1015.6 (reference (d)) and provided by military open messes.

b. Category II resale and Category IV general welfare and recreation programs at DoD locations where a large concentration of Federal employees may live on the installation necessitates meeting many of their personal and community needs onbase. At these locations, MWR programs make an essential contribution to the physical, social, and mental well-being of the employees and their families living on base.

c. Category IV general welfare and recreation programs under the following conditions:

(1) At locations where a large concentration of DoD employees live in civilian communities within 10 miles or 30 commuting minutes of the installation. Reference (b) shall be used for guidance in conducting the survey of available public or commercial MWR alternatives. If the evaluation of survey factors concludes that alternative facilities and programs are not sufficient to accommodate the MWR needs and interests of the DoD employee population, onbase programs may be prioritized as Essential.

(2) At locations where Category IV programs have been designated to meet the MWR needs of the installation military population in lieu of Category III MWR activities, as authorized by reference (b).

3. Desirable MWR Activities. All civilian Categories II and IV MWR activities, not otherwise prioritized as "Essential" per subsection B.2., above, shall be classified as "Desirable." The NAFI must have met the criteria for establishment or continuance in accordance with DoD Directive 1015.1 (reference (a)). However, the base of support appeal or participation in the MWR programs offered is less broad than for essential activities. Category IV MWR activities at installations having few if any civilian employees living onbase will normally be classified as "Desirable," even though the food service mission of the Category II civilian MWR activities may have been prioritized as "Essential."

C. AUTHORIZED ACTIVITIES

1. Category II Other Resale and Revenue-Sharing. References (a) and (e), DoD Instruction 1330.18, authorize these Category II MWR Activities and their supporting NAFIs to provide food and limited retail services for civilian personnel on DoD installations. This authorization also includes operation of amusement machines, including electronic games. In addition to regular mealtime (or shift work) service food and beverages may be offered either manually

or by machine throughout the workday. These include snacks, confections, beverages, and similar refreshments and are also an integral part of the program. Additionally, other items of convenience and necessity for on-the-job use may be offered on an individually justified basis, when approved by the head of the DoD Component or a designee at Military Department level, including a joint civilian NAFI. Merchandise authorized for resale shall be limited to those items of daily personal use and necessity listed in DoD Directive 1330.9 (reference (k)). Examples are: simple drug remedies; standard first aid items; sanitary goods and supplies; smoking accessories; toiletries and cosmetics; apparel repairs; and emergency replacements.

2. Category IV Civilian Employee General Welfare and Recreation Programs. The content and extent of these programs are necessarily flexible because of variations in NAFI financial capability, employee interests, facility availability, and the geographical relationship of work site to home site. More extensive programs are appropriate at locations where a large employee population is housed on the installation or in adjacent nonurban communities. Employee family programs may be conducted if operating costs are offset by income from participants. The objective of these programs is to offer a variety of activities and benefits that will collectively appeal to as many eligible patrons as is financially feasible.

a. Examples of Category IV Programs:

- (1) Sports (self-directed and organized).
- (2) Hobbies and crafts.
- (3) Social and recreational groups (not Category VI membership associations) .
- (4) Lounges or work "break" areas (if not authorized from appropriated fund sources).
- (5) Circulating library.
- (6) Bowling.
- (7) Outdoor activities.
- (8) Family services.
- (9) Special installation or command events not authorized appropriated fund support but that will promote the morale or welfare of the civilian work force.

b. Bingo may be played in civilian MWR activities within the United States on DoD installation real property that has been fully ceded to the U.S. Government. It may also be played on those DoD installations that are not fully ceded where bingo playing is allowed within the local civil jurisdiction. Bingo shall be financially self-supporting and not subsidized by NAFI income generated from other sources.

c. Participation fees and charges shall be the primary source of Category IV income to supplement Category II revenue sharing provided through dividends. Collections may be made either on an individual or periodic usage basis. Any resale of merchandise by Category IV NAFIs shall be authorized by the DoD Component only when directly related and essential to participation in the activity, and the item cannot feasibly be sold by the Category II civilian NAFI.

D. ADVERTISING

Policies contained in DoD Instruction 1015.2 (reference (b)) apply. Advertising may be purchased in civilian or military media that is produced primarily for distribution on the DoD installation to authorized MWR/NAFI patronage. Advertising may also be prepared by the MWR activity for local dissemination by installation media. All advertising shall be prudently selected, attractively designed, and not reflect unfavorably on the U.S. Government, its activities, or its instrumentalities. Postal regulations prohibit the distribution of information on bingo events through the U.S. Postal Service.

E. AUTHORIZED PATRONAGE

The following patronage authorizations for participation in civilian MWR programs are based on reference (b) and shall be followed in the priority order listed below:

1. Category II Civilian Employee Resale and Revenue Sharing

- a. DoD and other civilian employees working on the installation, their dependents, and accompanying guests.
- b. Uniformed personnel, active duty and retired with pay, their dependents and accompanying guests; and members of Reserve components while on inactive duty for training (IADT).
- c. Unremarried former spouses and other dependents entitled to commissary, exchange, and theater privileges.
- d. Authorized visitors to the installation.

2. Category IV Civilian Employee General Welfare and Recreation

- a. DoD and other civilian employees working on or logistically supported by the installation, their dependents, and accompanying guests.
- b. Active duty uniformed personnel, their dependents, and accompanying guests; and members of Reserve components while on IADT.
- c. Uniformed military personnel retired with pay, their dependents, and accompanying guests.
- d. Unremarried former spouses and other dependents entitled to commissary, exchange, and theater privileges.
- e. Retired DoD employees and their dependents.

f. Patrons listed in paragraphs E.2.a. and b., above, shall enjoy the same priority when there are no installation Category III MWR programs available for military personnel.

F. IDENTIFICATION OF PATRONS

Official DoD or Component identification cards/badges or locally approved identification procedures shall be used to verify patron eligibility and relative priority, as required. No verification of identification is required for use of Category II food service facilities or vending machines.